

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Health	(2) MEETING DATE 10/7/2014	(3) CONTACT/PHONE Penny Borenstein / 781-5519	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 160 - Public Health by deleting a .75 FTE Administrative Services Officer I/II and a 1.0 FTE Senior Account Clerk and adding a 1.0 FTE Administrative Services Officer I/II and a .50 FTE Administrative Assistant I/II/III to more effectively implement the Public Health Emergency Preparedness Program. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the resolution amending the Position Allocation List for Fund Center 160 – Public Health deleting a .75 FTE Administrative Services Officer I/II and a 1.0 FTE Senior Account Clerk and adding a 1.0 FTE Administrative Services Officer I/II and a .50 FTE Administrative Assistant I/II/III to more effectively implement the Public Health Emergency Preparedness Program.			
(6) FUNDING SOURCE(S) Public Health Emergency Preparedness Grant	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director
Penny Borenstein, MD, MPH, Health Officer

DATE: October 7, 2014

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 160 - Public Health by deleting a .75 FTE Administrative Services Officer I/II and a 1.0 FTE Senior Account Clerk and adding a 1.0 FTE Administrative Services Officer I/II and a .50 FTE Administrative Assistant I/II/III to more effectively implement the Public Health Emergency Preparedness Program. All Districts.

RECOMMENDATION

It is recommended that the Board adopt the resolution amending the Position Allocation List for Fund Center 160 – Public Health deleting a .75 FTE Administrative Services Officer I/II and a 1.0 FTE Senior Account Clerk and adding a 1.0 FTE Administrative Services Officer I/II and .50 FTE Administrative Assistant I/II/III to more effectively implement the Public Health Emergency Preparedness Program.

DISCUSSION

The Public Health Department is seeking approval for changes to its Position Allocation List (PAL) in order to improve performance and workload of the Public Health Emergency Preparedness (PHEP) program. The opportunity to restructure the program is possible due to simultaneous vacancies.

The PHEP program is responsible for supporting the Public Health Department in the management and coordination of public health emergencies and ensuring the health care system responds in an effective and coordinated manner.

Over the course of two months, two out of three permanent positions in the PHEP program became vacant. The new Program Manager has assessed the program's staff needs and determined that the program needed a revised organizational structure. PHEP requires more staff time allocated to technical capabilities, such as writing emergency plans and fostering healthcare provider partnerships and less staff time allocated to administrative support. This will be achieved by increasing the ASO I/II position from 0.75 FTE to 1.0 FTE and by deleting the 1.0 FTE Senior Account Clerk position and replacing it with a 0.5 FTE Administrative Assistant III position.

OTHER AGENCY INVOLVEMENT/IMPACT

The Human Resources Department and the Administrative Office have reviewed these changes and agree with the recommendation.

FINANCIAL CONSIDERATIONS

The proposed reorganization was designed with financial and position neutrality in mind. The table below reflects the position allocation changes and salary and benefit implications. There are no General Fund implications associated with the proposed reorganization. The positions are 100% offset through the Public Health Emergency Preparedness grant. The decrease in salary and benefit costs associated with the slight (0.25 FTE) reduction in regular allocated positions will be redirected to temporary help costs to ensure all program requirements and deliverables are met.

Position summary detail:

Current Position	Current FTE	Current Salary Cost	Proposed Position	Proposed FTE	Proposed Salary Cost
Senior Account Clerk	1.0 FTE	\$65,515	Administrative Assistant III	0.5 FTE	\$30,103
Administrative Services Officer II	0.75 FTE	\$76,121	Administrative Services Officer II	1.0 FTE	\$105,625
Total	1.75 FTE	\$141,636		1.5 FTE	\$135,728
Net Effect				(0.25 FTE)	(\$5,908)

RESULTS

The proposed reorganization will contribute to a more efficient and effective Public Health Department. Specific results will be:

- Regularly scheduled review and revision to public health emergency plans, policies and procedures.
- Enhanced outreach and engagement of health care system providers in emergency planning.
- Increased recruitment, retention and recognition of Medical Reserve Corps members who volunteer to augment Public Health Department staff in an emergency.
- Timely training for new Health Agency employees in the National Incident Management System (NIMS) and their roles as disaster service workers within the Health Agency.
- Enhanced coordination of and participation in emergency drills and exercise.

Collectively these results support the County's vision of a Safe and Healthy Community.

ATTACHMENTS

1. PAL Amendment Resolution
2. PHEP Current & Proposed Organizational Charts